



Accessing the Bulletin Board Service



- The BBS opens the main board, which contains three subordinated boards.

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      I H S   B U L L E T I N   B O A R D   S Y S T E M
          V e r s i o n   3 . 0 1

      MAIN BOARD

                                         Created:      Expires:
1.      ANNOUNCEMENTS AND CURRENT EVENTS      (board)
2.      AUTOMATED INFORMATION SECURITY          (board)
3.      >>> ABOUT THESE BULLETIN BOARDS <<<  (board)

Use arrow keys to highlight choice and press ENTER.
Press F5 for Board Maintenance; ESC to exit; F1 for HELP.

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Exploring the Screen

The BBS has a *tree* structure. This means that the *main board* has several *subordinate boards* within it. Each subordinate board, or member of the board, can also have one or more boards. This section provides a brief description of the subordinate boards on the main board.

Current Events and Announcements

Current Events and Announcements are used to announce ongoing activities and address subjects of broad general interest to the Agency. It also informs HQE of the activities of the Director and the Director's staff. All HQE staff are permitted to post appropriate bulletins on this board.

Automated Information Security

The *Automated Information Security* (AIS) board supports the efforts to promote and sustain a secure automated information environment at HQE. It contains items of general interest to users and developers of network-based capabilities and application systems. Anti-virus procedures and software are also available.

About These Bulletin Boards

About These Bulletin Boards contain bulletins which describe the BBS program and provide instruction on its proper use and maintenance. The contents from this board can be downloaded as a WordPerfect-compatible document file.

Navigating within the BBS

Use the following keys to navigate within the BBS:

Key	Action
PGUP and PGDN	Scrolls through the list of bulletins and sub-boards.
Up and Down arrow keys	Moves the entry highlight.
ESC	Exits the current bulletin board or the BBS.

F1	Brings up Help screens.
F5	Brings up the Bulletin Maintenance screen.
F10	Displays view, print, and copy options.

Reading a Bulletin

To read a bulletin:

1. At the Main Board, use the arrow keys to highlight the name of the board you wish to access, and press ENTER.

A list of bulletins in the board you selected will appear.
2. To read a particular bulletin, use the arrow keys to highlight the name of the bulletin, and press ENTER.

The bulletin will be displayed.

Printing a Bulletin

To print a bulletin:

1. Once the bulletin is displayed, you can press F10 for additional options.
2. To print a bulletin, use the arrow keys to highlight PRINT bulletin, and press ENTER.

Copying a Bulletin

To copy a bulletin to an ASCII text file:

1. Once the bulletin is displayed, you can press F10 for additional options.
2. To copy a bulletin, use the arrow keys to highlight COPY BULLETIN to a DOS file, and press ENTER.

A box will appear with the name of the current board and bulletin.
3. At the blinking cursor in the DOS filename field, enter the path where you want the bulletin to be copied.

Establishing and Maintaining a Bulletin Board

Proposals to establish new boards are evaluated by CIMS. If a new board is approved, CIMS will provide the appropriate access to maintain it. The requirements listed below are used to establish and maintain a bulletin board:

- C The new bulletin board must support the official business of the Agency.
- C There must be one or more persons who will take responsibility for the new board and act as the BBS Administrator/Coordinator for the board.

All postings should be in good taste and should not contain offensive or inappropriate language. CIMS reserves the right to change, relocate, or modify the contents of the boards, or remove them from the service entirely.

Creating and Posting a Bulletin

To create a bulletin:

1. Move to the bulletin board where you want to create the new bulletin, and press F5 for Board Maintenance.



If this does not work, you probably do not have the authority to create a bulletin on the particular board.

2. Select COMPOSE bulletin, and press ENTER.

Compose Bulletin
screen

Board Maintenance	
*COMPOSE bulletin	ADD bulletin from DOS file
EDIT bulletin	REPLACE bulletin from DOS file
DELETE bulletin	MAINTAIN attachments
VIEW bulletin information	SUPERVISE board
Compose Bulletin	

Type the items requested below:

(Current Board: ANNOUNCEMENTS AND CURRENT EVENTS)

Bulletin Name: _____

Expires after _____ days.

Attachments (Y/N) N

Press ENTER or F10 to accept.
Press ESC to cancel; F1 for HELP.

3. Type the name of your bulletin, and press ENTER.

4. Type the number of days the bulletin is set to expire, and press ENTER.
5. Type *Y* to add attachments.
6. Press F10 or ENTER to accept your entries.
A blinking cursor appears on a blank screen.
6. Type your bulletin.
7. When you are done, press F10.

Additional References

For additional information about the IHS Bulletin Board Service, download the *About These Bulletin Boards and Their Use* board, or contact the appropriate person for assistance. A list of points of contact is provided below:

Point of Contact

CIMS	<p>Contact CIMS at 443-2554 ext. 140 for questions regarding:</p> <ul style="list-style-type: none"> C Posting or the appropriateness of bulletins. C Establishing a bulletin board. C Technical BBS Administration problems and guidance.
Administrator/ Coordinator	<p>The name, phone number, and location of the BBS Administrator for a specific bulletin board is available from the <i>About This Bulletin Board</i> bulletin. Contact the BBS Administrator/Coordinator for the specific board to:</p> <ul style="list-style-type: none"> C Receive specialized documentation relating to the board. C Receive information on its substantive contents. C Pursue issues relating to the functions supported by the board. C Post information on the board.

ADP Coordinator Contact your ADP Coordinator for questions concerning BSS-related:

- ℄ Hardware and software.
 - ℄ Connectivity and access.
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